

This form **MUST BE COMPLETED FOR NEW COURSE or PROGRAM PROPOSALS, and EXTENSIVE CHANGES TO A COURSE or PROGRAM.**

The purpose of this form is to provide a channel of communication between the Campbell Librarians and faculty when submitting new course or program proposals, or making extensive changes to existing courses or programs. The information will be used to assess the resources available in the library, and to identify resources the library should acquire to support the new courses/programs, or extensive changes to same. The information will also provide the rationale for institutional support for library acquisitions. This form should be completed in a coordinated effort between the course sponsor(s) and the academic department liaison librarian.

**Note:** Sponsor(s) complete parts A & B  
If assistance is required to complete, please notify the librarian liaison.  
Forward this form to the librarian who will complete parts C, D & E

**When form is completed, attach to the original curriculum proposal before submitting to the Senate office.**

**A. College:**

**Department:**

Proposed by:

Date:

**COURSE TITLE:**

Anticipated Date for Course/Program Offering:

**B. List specific resources that should be acquired to support this course.**

**C. Describe the resources available in the library to support this course/program, including reference, monographic, electronic databases, audio-visual materials, etc. A summary statement is sufficient.**

**D. List key periodicals available in the library to support this course/program.**

**E. Librarian comments & recommendations:**

LIBRARIAN LIAISON:

Signature: \_\_\_\_\_

DEAN OF LIBRARY SERVICES: Bruce A. Whitham

Signature: \_\_\_\_\_